

13 October 1987

MEMORANDUM FOR: Chief, Information & Management Support Staff, OL

FROM:

Chief, Printing and Photography Division, OL

SUBJECT: Significant Activities For FY-1987

Attached are the Office of Logistics, Printing and Photography Division's (OL/P&PD) significant activities for FY-1987 along with a statistical comparison of certain key P&PD functions. If you have any questions or desire additional information, please call Ken

Attachments: As stated

OL - 11049-87

Printing and Photography Division
Significant Accomplishments
FY-1987

INVESTIGATIONS -- Printing and Photography Division (P&PD) was heavily involved in supporting the various committees investigating the Iranian Arms Sale-Contra Aid controversy in FY-1987. P&PD expended over 700 hours of overtime in document copying to support these investigations.

FBIS SUPPORT -- Printing and Photography Division (P&PD) lived up to its commitment to the Foreign Broadcast Information Service to upgrade the quality of the FBIS Daily Reports in FY-1987. P&PD has provided eight compositors to FBIS to perform composition, system management, and data transmission functions, and all eight Daily Reports are now typeset resulting in higher quality publications.

HUMAN RESOURCES MODERNIZATION AND COMPENSATION TASK FORCE -- Printing and Photography Division (P&PD) provided outstanding support the the Human Resources Modernization and Compensation Task Force in FY-1987 by producing two major brochures within extremely tight deadlines. These brochures were high quality publications disseminated to all employees ensuring that all Agency personnel were informed of recommendations pertaining to compensation and benefits of Agency employment. P&PD received a letter of appreciation from the Special Support Assistant to the DDA for this effort.

FEDERAL EMPLOYEES RETIREMENT SYSTEM (FERS) -- Printing and Photography Division (P&PD) was recognized by the Office of Personnel for the outstanding support rendered in connection with the new Federal Employees Retirement System (FERS). P&PD produced numerous documents for distribution to all employees to make Agency personnel aware of the options available under the new system. It is anticipated this information will enable employees to make informed decisions regarding the selection of FERS or other available retirement systems.

PRINTING AND PHOTOGRAPHY ADVISORY GROUP -- Printing and Photography Division (P&PD) established the Printing and Photography Advisory Group (PPAG) in FY-1987 for the purpose of bringing supervisory personnel into the decision making processes of Division Management. Various topics were explored by PPAG including Quality Control, rotation of supervisors to other branches within the Division, lunch and break policy for production personnel, snow emergency policy, and other important items. The PPAG has been highly successful, and will be continued.

STAT

[redacted] -- Printing and Photography Division (P&PD) continued to support the world-wide mission of the Office of Logistics in FY-1987 by

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[redacted] P&PD employees continue to receive high marks in the performance of these varied assignments which are made possible by the dedication and unselfish performance of those left behind in fulfilling the primary mission of

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P&PD. The accomplishments of the TDY personnel are shared by the entire P&PD workforce.

CONGRESSIONAL BUDGET JUSTIFICATION BOOKS -- The Printing and Photography Division (P&PD) again produced the thirteen volume Congressional Budget Justification Books in FY-1987 within very tight deadlines. It was noted that although the total number of pages produced for these books was roughly equivalent to the production effort of years passed, the impact of this job on plant capabilities was much less severe due to better planning, increased use of automation, and more experience in producing these books.

STAT EXPANSION TO [] - Unprecedented growth in unclassified videotape replication requests has overburdened Printing and Photography Division's (P&PD) current capabilities. P&PD devised a plan in FY-1987 to accommodate this growth. With the cooperation of Real Estate and Construction Division, 2,000 square feet of space was identified in the [] for a videotape replication center. With Procurement Division assistance, P&PD placed equipment orders in the amount of \$466,000 in September of this year. This center, which will be operational in early 1988, will effectively triple P&PD's video replication capabilities. This facility will be staffed with part-time personnel who will be cleared only to the "Secret" level, and will fulfill unclassified requirements only. Classified videotape replication will continue to be performed at the Printing and Photography Building by Staff personnel.

STAT SATELLITE PRINTING PLANT -- The need for expansion of the Printing and Photography Building has long been evident. In FY-1987 Printing and Photography Division (P&PD) completed a study on plant expansion which recommended the establishment of a satellite facility in the yet to be constructed []. Required equipment for this new facility was identified in the study with the expected price tag of \$4,600,000 for a satellite printing plant.

DICOMED UPGRADE -- Printing and Photography Division (P&PD) successfully installed a second Dicommed film recorder in FY-1987 to keep pace with the growing requirements for computer graphics production. In addition to this recorder, a graphics file manager will be developed by Dicommed that will allow the on-line transfer of graphic files created on the main frame computer, the Dicommed Work Station, or on Personal Computers utilizing the Dicommed PRESENTER software to the recorders.

NEW EQUIPMENT -- Printing and Photography Division (P&PD) has installed several new pieces of equipment in FY-1987 to gain production efficiencies. One new piece of equipment is the Rachwal Projection Platemaker which images printing plates in the proper imposition sequence from 70mm film. This eliminates the need for layout of signatures for this process. P&PD also obtained an Autologic Microfiche Recording Unit (MRU) which functions as a typesetter, but produces page images on 70mm film to be used on the Rachwal device. Other equipment acquisitions include a new two-color perfecting press, bar code readers, and in-line mailing and binding equipment.

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